



Youth CAMP Clearance System (YCCS)

Training Slide Deck – my DHR Account Creation

April 26, 2017



Registration / Login – in myDHR website



- User registers online with myDHR>Clicks on **Create Account**

The screenshot shows the myDHR website interface. At the top left is the Maryland state logo with 'MARYLAND' and 'Maryland.gov'. To its right is the text 'Department of HUMAN RESOURCES'. On the right side of the header are navigation links: 'Home', 'Español', 'Other Languages', 'Help', and a green 'Sign In' button with a person icon. Below the header is a large banner image of a smiling family (father, mother, and child) sitting outdoors. To the right of the image, the text reads: 'With myDHR, your benefits and services are a click away!' followed by a sub-headline: 'Use myDHR to apply for benefits and services online, monitor the status of your cases, update important account information, and more.' Below this text are two buttons: a green 'CREATE ACCOUNT' button and a dark blue 'SIGN IN' button.

Registration / Login – Enter Demographic Info



- Enter First, Middle, Last Name and Suffix
- Create Sign-In Information using your email address and set a password

Department of
HUMAN RESOURCES



myDHR Account Registration

Please complete the registration form below to set up your myDHR account. The account is free, and all information entered into your account is kept secure and confidential. Once you establish your account, you can begin applying for services, accessing your case details, and managing your account information.

Please note that you must have an email address to create a myDHR account. If you need help finding an email provider, visit the "Registration" section of [How to Use myDHR](#).

Your Name

<input type="text" value="Test"/>	<input type="text" value="MI"/>	<input type="text" value="User"/>	<input type="text" value="Suffix"/>
First*	MI	Last*	Suffix

Required fields marked with an asterisk (*)

Sign-In Information

If you already have any active cases with Maryland Department of Human Resources, please use the same email address on record of active cases.

<input type="text" value="test@hotmail.com"/>	<input type="text" value="test@hotmail.com"/>
Email*	Confirm Email: *
<input type="password" value="....."/>	<input type="password" value="....."/>
Password *	Confirm Password*

Registration / Login – Enter PII



- Enter your Personal Information

Personal Information:

<input type="text" value="01/01/1978"/> Date of Birth*	<input type="text" value="XXX-XX-XXX5"/>  <u>SSN</u>	<input type="text" value="Male"/>  Gender
<input type="text" value="(123) 123 - 1234"/> Cell Phone	<input type="text" value="(123) 123 - 1234"/> Home Phone	<input type="text" value="(123) 123 - 1234"/> Work Phone
	<input type="text" value="Cell Phone"/>  Primary Phone	

Are you currently involved in any child support cases?

Yes No

Registration / Login – Enter Address



- Enter your Residential Address and Mailing Address (if different from your Residential Address)>Click “Register”

Residential Address I have no residential address

123 Example Street

Address Apt

Elkridge Maryland

City State Zip Code

Howard County

County

Mailing Address Same as Residential Address

123 Example Street

Address Apt

Elkridge Maryland

City State Zip Code

Howard County

County

[Already have a myDHR account? Sign In](#)

Registration / Login – Complete Registration



- Registration Complete confirmation will be displayed>Follow instructions to access your myDHR Account

The screenshot shows the top navigation bar with links for Home, Español, Other Languages, and Help, along with a Sign In button. Below the navigation bar is the Department of HUMAN RESOURCES logo. The main heading is 'myDHR Account Registration'. A green box contains the message: 'Registration Complete. Thank you for registering with myDHR! We have sent you an email with a link to your new account. For security purposes, you must use this link the first time you access your myDHR account. If you do not see the account activation email in your email inbox, check your junk mail folder.' At the bottom, there is a 'Return Home' link.

Home Español Other Languages Help Sign In

Department of
HUMAN RESOURCES

myDHR Account Registration

Registration Complete

Thank you for registering with myDHR! We have sent you an email with a link to your new account. For security purposes, you must use this link the first time you access your myDHR account.

If you do not see the account activation email in your email inbox, check your junk mail folder.

[Return Home](#)

Registration / Login – Sign In to your Account



- After Clicking the Link in the Automated email, Login in to the system using “Sign In”

The screenshot shows the top navigation bar of the myDHR website. On the left is the Maryland state logo with 'MARYLAND' and 'Maryland.gov' below it. In the center is the text 'Department of HUMAN RESOURCES'. On the right are navigation links: 'Home', 'Español', 'Other Languages', 'Help', and a green 'Sign In' button with a user icon. Below the navigation bar is a large banner image of a smiling family (father, mother, and child) sitting outdoors. To the right of the image, the text reads: 'With myDHR, your benefits and services are a click away!' followed by a sub-headline: 'Use myDHR to apply for benefits and services online, monitor the status of your cases, update important account information, and more.' At the bottom of the banner are two buttons: a green 'CREATE ACCOUNT' button and a dark blue 'SIGN IN' button.

Help / Support Information

